

DEPARTMENT OF HEALTH SERVICES

**MEDI-CAL BENEFITS BRANCH
MEDI-CAL POLICY DIVISION
714/744 P Street, Room 1640
P.O. Box 942732
Sacramento, CA 94234-7320
(916) 657-1460**



December 5, 2000

TO: All Local Governmental Agencies (LGAs) and
Local Educational Consortia (LECs)
Medi-Cal Administrative Activities (MAA) Coordinators

PPL No. 00-014

SUBJECT: INSTRUCTIONS FOR TRANSFERRING MAA CLAIMING UNITS

This transmittal provides instructions to all LGAs and LECs of the procedure to transfer a claiming unit from an LGA or LEC to an LEC or LGA.

Each LGA and/or LEC wishing to transfer a claiming unit from their jurisdiction to another must do so by submitting a letter that summarizes the intent. The letter must be signed by both the LGA and LEC MAA Coordinators. Please mail letters to:

Department of Health Services
Administrative Claiming Operations Unit
714 P Street, Room 1640
Sacramento, CA 95814

Once the letter is received by the Department of Health Services, those claiming units will be transferred to the LGA or LEC. Thereafter, all claiming units and MAA Detailed and Summary Invoices must be coordinated and submitted under the appropriate LGA or LEC authority. A letter acknowledging the transfer request will be sent to the LGAs and LECs.

If a claiming plan is transferred from one jurisdiction to another, there will be no delay in the review process due to the transfer.

If you have any questions, please contact the analyst assigned to your jurisdiction.

Sincerely,

Original Signed by M. Lewis

Marianne Lewis
Acting Chief

cc: See Next Page

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Medi-Cal Administrative Activities (MAA) Coordinators
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cc: Ms. Cathleen Gentry
MAA/TCM Consultant
Local Governmental Agency
455 Pine Avenue
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Ms. Mickey Richie
Local Liaison
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